



DEPARTMENT OF DEVELOPMENTAL SERVICES EXAMINATION ANNOUNCEMENT



OPEN

EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR: Lanterman Developmental Center

CONTINUOUS FILING

Applications may be downloaded from the State Personnel Board website at <http://www.spb.ca.gov> - on the Internet. Faxed applications or resumes will not be accepted. Applications are available and may be filed in person or by mail with:

Lanterman Developmental Center
Exams & Recruitment
3530 Pomona Blvd./P.O. Box 100
Pomona, CA 91769-0100

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the Application for Examination. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUALIFICATIONS APPRAISAL:

Interviews will be held when a sufficient candidate pool exists and will be scheduled at the discretion of the appointing authority.

SALARY RANGE: \$2065 - \$2507

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: It is your responsibility to make sure you meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. All applications must include "to" and "from" dates (month/day/year); time base and class titles. Applications received without this information will be rejected.

Experience: Six months of experience in an institution, hotel, or restaurant, either serving, cleaning food service areas, or assisting with the preparation and service of foods and beverages. (Completion of the eighth grade may be substituted for the required experience).

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State institution; personal cleanliness, good sense of smell and taste; and freedom from communicable disease.

THE POSITION:

Under supervision in a State institution, as assigned, to serve or assist with the preparation of foods and beverages; to clean and maintain food service equipment, utensils, and work areas; as required, to instruct and work with helpers from the resident population; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work.

EXAMINATION INFORMATION:

This examination will consist of a brief supplemental application weighted

pass/fail and a qualification appraisal interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Candidates will be scheduled for 30 minutes to complete a Food Service Technician I supplemental application, which will be used to evaluate the candidates' communication abilities. Candidates may not receive help in completing the supplemental application.

Supplemental Application - Pass/Fail

Qualifications Appraisal - Weighted 100.00%

Scope:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Methods of cleaning and preparing foods for cooking and storing food.
2. Proper methods of arranging dining room furniture, setting tables, and serving meals.
3. Various types of food service utensils and equipment and their uses.
4. Methods of cleaning and maintaining food service areas, utensils, and equipment.
5. Sanitation and safety measures in food service areas.
6. General pantry work.

B. Ability to:

1. Portion servings.
2. Follow directions and keep simple records.
3. Communicate at a level appropriate to the classification.

ELIGIBLE LIST INFORMATION:

The resulting eligible list will be used to fill vacancies in Lanterman Developmental Center only.

Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

Veteran's preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for and have requested these points.

TESTING PERIOD INFORMATION: A candidate may be tested only once during a testing period. The testing periods for this examination are January 1 through March 31, April 1 through June 30, July 1 through September 30, October 1 through December 31.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrest (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form Std. 678 that is filled out prior to the examination. The hiring agency uses the information obtained on the background investigation document to conduct background investigations and/or to determine an individual's suitability for employment.

SEE REVERSE FOR ADDITIONAL INFORMATION

FOOD SERVICE TECHNICIAN I
DK60 - 2194
FOOD SERVICE TECHNICIAN I

CONTINUOUS FILING

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact Lanterman Developmental Center's Exams & Recruitment Office, 909-444-7506, **three days prior to the written date** if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact Lanterman Developmental Center's Exams & Recruitment Office, 909-444-7506, **three weeks after the final filing date** if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at Lanterman Developmental Center, State Personnel Board Offices, local offices of the Employment Development Department Applications may also be downloaded from State Personnel Board website at <http://www.spb.ca.gov>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Lanterman Developmental Center reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled at Lanterman Developmental Center.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference Credits are awarded in open and open nonpromotional entrance examinations requiring *less than two years of experience and equivalent to graduation from a four-year college*. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans received 10 points. Eligible disabled veterans receive 15 points. In OPEN NONPROMOTIONAL examinations, eligible veterans receive five points. Eligible disabled veterans receive 10 points. Individuals who receive veterans' points are not eligible for career credits. No veteran's preference credits will be allowed once a veteran achieves permanent civil service status. Directions for applying for veterans' preference points are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

LDC 1/09

DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9TH STREET, MS-Q, Sacramento, CA 95814
Telephone: Public: (916) 322-9335

**FAIRVIEW
DEVELOPMENTAL
CENTER**
 2501 Harbor Boulevard
 Costa Mesa, CA 92626
 Public: (714) 957-5121

**LANTERMAN
DEVELOPMENTAL
CENTER**
 3530 Pomona Boulevard
 Pomona, CA 91768
 Public: (909) 595-1221

**PORTERVILLE
DEVELOPMENTAL
CENTER**
 26501 Avenue 140
 Porterville, CA 93258
 Public: (559) 782-2087

**SONOMA
DEVELOPMENTAL
CENTER**
 15000 Arnold Drive
 Eldridge, CA 95431
 Public: (707) 938-6692

**CANYON SPRINGS
State-Operated
Community Facility**
 69-696 Ramon Rd.
 Cathedral City, CA 92335
 Public: (760) 770-6260

**SIERRA VISTA
State-Operated
Community Facility**
 1251 Stabler Lane
 Yuba City, CA 95993
 Public: (530) 822-7000

TDD is a Telecommunications Device for the Deaf and is reachable from phones equipped with a TDD Device.

EXAM TITLE: FOOD SERVICE TECHNICIAN I**Final Filing Date: MARCH 2, 2009
(BY 4:30 P.M. CLOSE OF BUSINESS)****CLASS CODE: 2194****EXAM CODE: 9LS03****EXAM BASE: OPEN
(CONTINUOUS FILING)**

This is to announce the anticipated testing for the continuous examination named above. Applications must be received in the Exams & Recruitment Office no later than the close of business (4:30 p.m.) on MARCH 2, 2009.

Applications (STD. 678 form) postmarked, personally delivered or received via interoffice mail after the deadline will not be accepted for any reason. Faxed applications or resumes will not be accepted.

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